

# Department of Executive Services Access & Confidentiality Agreement



Security and confidentiality is a matter of concern for all persons who have access to King County benefits records and other confidential protected health information (PHI). Each person accessing this data and resources holds a position of trust and must recognize the responsibilities entrusted in preserving the security and confidentiality of this information. Therefore, all persons who are authorized to access King County benefits data and other PHI must read and comply with this Agreement.

As a King County employee or associate, you may have access either directly or indirectly to what this Agreement refers to as “confidential information.” The purpose of this agreement is to help you understand your duty regarding confidential information. Confidential information includes data related to employment records, disciplinary actions, medical information, beneficiary information, protected health information and information proprietary to other companies or persons. You may learn of, or have access to, some or all of this confidential information in performing your assigned duties within the Department of Executive Services and your respective division and section.

Protected Health Information and other confidential information are valuable and sensitive and are protected by law and by strict King County policies. The intent of these laws and policies is to assure that confidential information will remain confidential - that it will be used only as necessary. As an employee you are required to conduct yourself in strict conformance to applicable laws and King County policies governing confidential information. Your principal obligations in this area are explained below. **You are required to read and to abide by these rules.** Violation of any of these rules will subject you to discipline, which might include, but is not limited to, termination of employment and legal liability.

Accordingly, as a condition of and in consideration of your access either directly or indirectly to confidential information, by signing this document you agree to:

- Respect the privacy and rules governing the use of any information accessible as a requirement in conducting your job.
- Not make unauthorized copies of records for your own use.
- Prevent unauthorized use of any information in files maintained, stored or processed by King County.
- Not seek personal benefit or permit others to benefit personally by any confidential information or use of equipment available through your work assignment.
- Not exhibit or divulge the contents of any record or report except to fulfill a work assignment and in accordance with King County policy.

- Not knowingly include, or cause to be included, in any record or report a false, inaccurate or misleading entry.
- Not remove any record (or copy) or report from the office where it is kept except in the performance of your duties.
- Report any violation of this code.
- Understand that the information accessed through all King County information systems contains sensitive and confidential employee information, which should only be disclosed to authorized individuals or entities.
- Respect the confidentiality of any report printed from any information system containing employee information and handle, store and dispose of these reports appropriately.
- Understand that your obligations under this Agreement continue after termination of employment.
- Understand that your privileges hereunder are subject to periodic review, revision, and if appropriate, renewal.

By signing this Agreement, I agree that I have read, understand and agree to comply with the King County Employee Access and Confidentiality Agreement.

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**Signature**

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**Printed Name**

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**Date**

**Return completed form to:**  
Benefits, Payroll and Retirement Operations Section  
401 Fifth Avenue, Suite 234  
Mailstop: CNK-ES-0240  
Seattle, WA 98104  
Attn: Kristie Henry

## QUESTIONS?

Contact BPROS by phone at (206) 684-1556 or  
e-mail: [kc.benefits@kingcounty.gov](mailto:kc.benefits@kingcounty.gov)